



DEPARTMENT OF THE ARMY
WASHINGTON DC 20310

27 JUN 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementation of the Army Records Information Management System

1. Reference memorandum, Secretary of the Army, 22 Feb 05, subject: Preservation of Army Records.
2. The Secretary of the Army's memorandum emphasizes the importance of Army recordkeeping and directs leaders to make preservation of official records a matter of personal interest. The Office of the Administrative Assistant (OAA) and the Chief Information Officer/G-6 (CIO/G-6) are full partners in this important endeavor. On 1 March 2005, the OAA assumed responsibility for the Army's Records Management Program from the Deputy Chief of Staff, G-1.
3. The Army Records Information Management System (ARIMS) is the methodology for managing Army records in hard copy or electronic format, to include e-mail records. To facilitate the capture and preservation of electronic records, the Army will deploy Electronic Capture and Store (ECS) to enable users to send their electronic records to ARIMS from their desktop. This tool will be available to the Army community within 120 days.
4. The OAA will establish metrics on the use of ARIMS and provide feedback to Army leadership on the number of registered users, use of Office Records Lists, and quantity of records preserved.
5. Records Administrators and Records Managers at all levels must continue training in records management processes in their respective organizations, down to the user level. Guidance on registration and how to obtain web-based training, and use of ARIMS can be found at <https://www.arims.army.mil> and <https://www.arims.army.smil.mil>.
6. Official records in peacetime and wartime operations must be preserved, regardless of medium. We will continue to communicate with you on this important issue.

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7. The points of contact for this action are Sandra Stroud, (703) 602-0636, Sandra.stroud@hqda.army.mil and John Sullivan, (703) 428-6464, john.sullivan@rmda.belvoir.army.mil



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